

1. Facility Code	2. Reason for Action: <input type="checkbox"/> Awaiting Activation <input type="checkbox"/> Change <input type="checkbox"/> Terminate <input type="checkbox"/> Suspend	<input type="checkbox"/> Add <input type="checkbox"/> Reinstate	3. Previous FDAR No: Date:	4. FDAR No:
5a. Facility Name:			6. Acronym	
5b. Doing Business As:			7. Importance Rating: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NP <input type="checkbox"/> PP	
			8. Facility Type:	
9. Facility Location:			10. Item Numbers Modified:	
11. Unclassified Mailing Address:			12. Responsible Offices: a. Lead Responsible Office: _____ b. Area Office: _____ c. Surveying Office: _____ d. Cognizant Security Agency: _____ e. MOU Date: _____ f. Program Office(s): _____	
13. Classified Mailing Address:			14. RIS Code(s):	
			15. Special Nuclear Material: a. Category <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV b. Attractiveness Level: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	
			16. Facility Clearance: a. Classification Level: _____ <input type="checkbox"/> RD <input type="checkbox"/> FRD <input type="checkbox"/> NSI b. Approved Special Access(es) <input type="checkbox"/> SCI <input type="checkbox"/> COMSEC <input type="checkbox"/> OTHER DCI CAVEATS <input type="checkbox"/> FGI <input type="checkbox"/> SAP <input type="checkbox"/> NATO <input type="checkbox"/> OTHER: _____ c. <input type="checkbox"/> Interim Facility Clearance d. <input type="checkbox"/> Limited Facility Clearance	
17. Classified Shipping Address:			18. Storage Capability: a. Matter Classification Level: _____ <input type="checkbox"/> RD <input type="checkbox"/> FRD <input type="checkbox"/> NSI b. Approved Special Access(es) <input type="checkbox"/> SCI <input type="checkbox"/> COMSEC <input type="checkbox"/> OTHER DCI CAVEATS <input type="checkbox"/> FGI <input type="checkbox"/> SAP <input type="checkbox"/> NATO <input type="checkbox"/> OTHER: _____ c. <input type="checkbox"/> Material Classification Level:	
			19. Approved Classified Processing <input type="checkbox"/> Computer <input type="checkbox"/> Communication Center <input type="checkbox"/> SCAT	
20. Classified Overnight/Common Carrier: a. Company Name: b. Address:			21. Key Security Personnel a. Facility Security Officer Name: _____ Phone: _____ b. Nuclear Material Control & Accountability Manager Name: _____ Phone: _____	
22. General Comments:			23. Basis for Facility Action a. Approved Safeguards and Security Plan: _____ NMCA Plan Date: _____ b. Foreign Ownership Control or Influence (FOCI) SF-328 Determination: _____ c. Parent Code(s): _____ d. Host Entity Code(s): _____ e. Home Office Code: _____ f. DOD Cage Code: _____ g. DOD Clearance Level: _____ h. Survey: Initial _____ Rating _____ Termination _____ Rating _____ i. Other: _____	
24. Created By: Date:		25. Approved By: Date:		26. SSIMS Data Entry By: Date:

INSTRUCTIONS

Complete Instructions on processing the DOE F 470.2 are contained in the Facility Approval Guide.

- Item 1: New facility codes are assigned by the Lead Responsible Office.
- Item 2: Check the box for the reason for action.
- | | |
|----------------------|---|
| Awaiting Activation: | List the action(s) under Item 22 awaiting for approval |
| Add: | Complete all items except 3 and 10. |
| Change: | Complete 1, 2, 3, 4, 6, 24, 25, 26, and any block requiring change. |
| Terminate: | Complete 1, 2, 3, 4, 22, 24, 25, and 26 |
| Suspend: | Complete 1, 2, 3, 4, 22, 24, 25, and 26 |
| Reinstate: | Complete 1, 2, 3, 4, 22, 24, 25, and 26 |
- Item 3: Enter the number and date of the previous FDAR. If this is the initial FDAR enter initial and the date.
- Item 4: The format XXX-99-999 shall be used; where XXX is the abbreviation for the Lead Responsible Office; 99 is the last two digits of the calendar year, and 999 is a number assigned by the Lead Responsible Office.
- Item 5a: Use the facility's legal name.
- Item 5b: Enter the doing business as name.
- Item 6: List the facility's acronym, if known.
- Item 7: Enter the importance rating based on the criteria contained in the Facility Approval Guide.
- Item 8: Enter one of the following facility types: DOE office, DOE contractor, DOD, DOD Contractor, Other Government Agency (OGA), OGA contractor, Consultant, or Common Carrier.
- Item 9: Enter the address which designates the facility's actual location.
- Item 10: List the item numbers for data modified from those on the FDAR identified in Item 3.
- Item 11: Enter the facility's unclassified mailing address.
- Item 12a-c: Enter the abbreviation for the Lead Responsible Office, Area Office, and/or Surveying Office.
- Item 12d: Enter one of the following Cognizant Security Agencies: DOE, DOD, OGA, NRC.
- Item 12e: Enter the Understanding/Agreement date.
- Item 12f: Enter the abbreviation for the responsible Program Office(s).
- Item 13: Enter the facility's approved classified mailing address for receiving classified matter via the U.S. Post Office.
- Item 14: Enter all Nuclear Materials Management and Safeguards System Reporting Identification Symbol (RIS) codes for the facility.
- Item 15a: Enter the highest Special Nuclear Material (SNM) Category (I, II, III, IV) to be stored or in process at one time.
- Item 15b: Enter the Attractiveness Level of SNM to be stored or in process at one time. (Commercial carriers shall indicate the SNM attractiveness level and category authorized to be transported [category III or IV only]).
- Item 16a: Enter the highest classification level and category of approval of classified information that can be accessed by the facility's employees.
- Item 16b: Check each item for which the facility has approval: Sensitive Compartmented Information (SCI), other Director of Central Intelligence (DCI) Caveats, Special Access Programs (SAP), Communications Security (COMSEC), Foreign Government Information (FGI), North Atlantic Treaty Organization (NATO), and other.
- Item 16c: Check item if facility has an Interim Facility Clearance.
- Item 16d: Check item if facility has a Limited Facility Clearance. This must be checked for all DOD Contractors and OGA Contractors for which DOE does not have a contractual relationship or an agreement.
- Item 17: Enter the U.S. Postal Service Address for shipping classified material (i.e., equipment, parts, assemblies, etc.)
- Item 18a: Enter the highest classification level and category of approval of classified information that can be assessed by the facility's employees.
- Item 18b: Check each item for which the facility has approval: SCI, other DCI Caveats, SAP, COMSEC, FGI, NATO, and other.
- Item 18c: Enter the highest classification level of material (ie, equipment, parts, assemblies, etc.)
- Item 19: Check items for which the facility has received written approval.
- Item 20a: Enter the company name of the carrier.
- Item 20b: Enter the address for shipping classified material when using a commercial carrier.
- Item 21a: Enter the name and telephone number, with the area code, of the individual responsible for overseeing security at the facility.
- Item 21b: Enter the name and telephone number, with the area code, of the individual responsible for Material Control and Accountability activities at the facility.
- Item 22: Provide any general comments that may apply. Suspend and Reinstate must be explained.
- Item 23a-i: Complete the appropriate blocks identifying the basis for granting facility approval. Enter the date(s) of the applicable documents.
- Item 24: Identify the individual who prepared the FDAR and the date created.
- Item 25: TO BE COMPLETED BY THE LEAD RESPONSIBLE OFFICE. Enter name (typed) of the person approving the FDAR for action and the date signed. A SIGNATURE IS REQUIRED.
- Item 26: Identify the person entering data into the Safeguards and Security Information Management System (SSIMS) and the date entered.